

Checklist for Evaluating an Occupational Skill Test

Test : _____

Industry or Professional organization: _____

Date of release or version: _____

Type of test: ☐ end-of-program ☐ value added

#	Criterion	Yes	No	Comments
	Test Development & Professional Standards			
1	Has a professional organization developed the assessment?			
2	Does the professional organization have a set of professional competencies or credentialing standards for professional practice?			
3	Is the professional set of standards available for review?			
4	Is the assessment congruent with the professional set of standards?			
5	Does the test blueprint compare favorably with that of another national assessment in the same area ensuring that similar areas are being covered to the same depth?			
6	Are the professional organization's competency measures congruent with the test emphases?			
7	Is the intended use of the assessment clear, i.e., as (1) an end-of-program assessment based on a set of skills and competencies that are broad based or as (2) a rigorous, value-added credential intended to discriminate the few top individuals?			
8	Is the test's reading level appropriate for the intended industry or job?			
9	Is the same test used in industry?			
10	Are results of national pilot tests or field tests available?			
11	Are the tests recent or is there a schedule of test revision?			
12	Are multiple tests needed to cover the entire content of the trade?			
	Technical Analysis			
13	Is there a technical manual for the test that PDE can review?			
14	Are there alternate forms of the test?			
15	Is there a performance component to the test?			
16	Is there a criterion-referenced benchmark?			
17	Are there results of a validity study performed on the test?			
18	Is there a reliability coefficient?			
19	Are there the same number of choices for each item?			
20	Are the choices for each item plausible?			
21	Are the items independent of each other?			

Checklist for Evaluating an Occupational Skill Test

Test : _____

Industry or Professional organization: _____

Date of release or version: _____

Type of test: ☐ end-of-program ☐ value added

#	Criterion	Yes	No	Comments
22	Is there an item-to-total (point biserial) Correlation?			
23	Is this test comparable to other national tests?			
24	Is the test listed/reviewed in Buros Institute's <i>Tests in Print</i> , <i>Test Reviews Online</i> , or <i>Mental Measures Yearbook</i> ?			
	Test Administration & Security			
25	Does the test administrator maintain appropriate test security?			
26	Is there a time limit for the test?			
27	Are there appropriate accommodations for individuals with disabilities?			
28	Can the written component be administered on-line?			
29	Is the performance component to be completed in a specific time limit?			
30	Is the performance evaluated by an independent content expert?			
31	Is there a scoring rubric for each performance task?			
32	Is there a criterion-referenced benchmark for each performance task?			
33	Is there an established competency (cut) score for the assessment?			
34	Is the test pass/fail?			
35	Are students given feedback on their partial subject / skill knowledge?			
	Reporting			
36	Will the testing organization document on the testing instrument and accompanying answer sheets as applicable, each student's 10-character PAsecureID?			
37	Does the test organization provide both a detailed individual student report and a summary report to the school?			
38	Are the school and individual student report formats available for review?			